

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS  
OF SAN BERNARDINO COUNTY, CALIFORNIA  
AND RECORD OF ACTION**

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May 20, 2003

**FROM:**           **ROGER WEAVER**, Director  
Fleet Management Department

**SUBJECT:**       **APPROPRIATION AND REVENUE ADJUSTMENTS**

**RECOMMENDATIONS:**

1. Authorize the Auditor/Controller-Recorder (ACR) to adjust appropriation for services and supplies in the Motor Pool (IBA) and revenues in Garage (ICB), as detailed in the Financial Impact Section, to reflect the Garage rate increase. (Four votes required)
2. Authorize the ACR to adjust appropriation for transfers in and transfers out of services and supplies in the Garage (ICB) as detailed in the Financial Impact Section, to reflect recordation of intrafund transactions. (Four votes required)

**BACKGROUND INFORMATION:** On July 2, 2002, the Board approved new Fleet Management Department rates for fiscal year 2002-03. These rates were suspended for all departments except the Motor Pool. The Garage service rate increased from \$50 per hour to \$63 per hour. Due to the timing of the approved rate increase in relation to the 2002-03 budget process, the Motor Pool budget did not include appropriation calculated at the higher rate. Approval of this item will allow the department to increase appropriation in the Motor Pool fund and revenue in the Garage fund to account for the 26% rate increase.

On March 5, 2002, the Board approved the purchase and installation of a new Fleet Management Information System (FMIS). The new FMIS was installed in September 2002. The FMIS processes intrafund transactions—transactions in which the one of the department's cost centers allocates costs to another cost center to reflect the provision of service within the department. The previous information system did not process these transactions and, thus, they were not included in the 2002-03 Garage budget. Approval of this item will increase offsetting appropriation accounts in the Garage fund, which will enable the department to properly record these transactions.

**REVIEW BY OTHERS:** This item has been reviewed by the ACR (Howard Ochi, Chief Deputy Controller) on May 19, 2003 and the County Administrative Office (Daniel R. Kopp, Administrative Analyst) on May 19, 2003.

**FINANCIAL IMPACT:** Approval of this item will not result in additional local cost. The following appropriation adjustments are request.

	<u>Accounting codes</u>	<u>Description</u>	<u>Amount</u>
Increase	IBA VHS VHS 200 2930	Services and Supplies	\$1,093,000
Increase	ICB VHS VHS 9800	Revenue	1,093,000
Increase	ICB VHS VHS 541 5018	Internal cost allocation in	168,800
Increase	ICB VHS VHS 541 5019	Internal cost allocation out	168,800

**SUPERVISORIAL DISTRICTS:** All

**PRESENTER:** Roger Weaver, Director, 387-7870

Record of Action of the Board of Supervisors

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